SATERN

Learner
Logging into SATERN

1.	Access **SATERN** Login Page at: **https://satern.nasa.gov.**
2.	Enter your **User Name**. **Civil Servant >** first initial, middle initial and last name. **Contractors > C-** first initial, middle initial and last name. **Note 1: User Name** and **Password** fields are case-sensitive.
3.	Enter your **Password**.
4.	Click **Login**.

Note 1: To request a **SATERN User Name** or **Password**, click the appropriate link from the **SATERN** login page.
- Former SOLAR Users (Civil Servants or Contractors)
- New Civil Servant
- New Contractors or Contractors without SOLAR IDs.

Note 2: You will receive two separate emails: one with your **User Name** and one with your **Password**.

Note 3: SATERN will prompt you to change your **Password** upon your first login.

SATERN

Learner
Registering for Onsite Training

1.	Login to **SATERN** at **https://satern.nasa.gov** using your **User Name** and **Password.** **Note: User Name** and **Password** fields are case-sensitive
2.	Click **Login**.
3.	Select **Catalog** from the Main Menu.
4.	Select **Simple or Advanced Catalog Search** from the sub-menu.
5.	Enter keywords and other defining information in the search field.
6.	Check **Instructor-led**, **Online** or **Other**.
7.	Select **Offerings** from the search options. Enter other specific criteria as needed, such as Facility and date range.
8.	Click **Search**.
9.	Locate Item from search results. Click **arrow** next to Item title to display the list of **Scheduled Offerings**. **Note:** You can only self-register for a scheduled offering of a course.
10.	Click **Register** in the **Action** column. **Note:** If there is no Register button, then there are no scheduled offerings at this time.
11.	Click on **Start Date** and **Time** to view details.
12.	Click **Confirm**.

Note: Contract employee training requests will remain in 'pending' status until after the registration deadline has passed.

SATERN

<u>Learner</u>
Requesting External Training

P1.	Login to **SATERN** at **https://satern.nasa.gov** using your **User Name** and **Password.** **Note: User Name** and **Password** fields are case-sensitive
2.	Click **Login**.
3.	Select **Learning** from the Main Menu.
4.	Select **External Training Requests** from the sub-menu.
5.	Click **New External Requests**.
6.	Complete the **NF-1735**. **Note 1: *** fields are required. **Note 2**: For detailed information, **External Training Quick Reference Guide** located at https://saterninfo.nasa.gov.
7.	Click **Submit**.

NOTE: If the **Comments** field within the **NF-1735** does not provide sufficient space, forward all relevant course information to the MSFC Training Office (i.e. brochures, registration forms, etc.).